

2024-2025 TTC Catalog - Medical Assisting (MED)

MED 103 - Medical Assisting Introduction

Lec: 3.0 **Lab:** 0 **Credit:** 3.0

Course Offered

Summer

This course introduces the profession of medical assisting, including qualification, duties and the role of the medical assistant. Students are introduced to medical law and ethics as well as management skills for medical office personnel.

Admission to the Medical Assisting Program

Grade Type: Letter Grade

Division: Health Sciences

MED 122 - Medical Assisting Lab Procedures I

Lec: 1.5 **Lab:** 1.5 **Credit:** 2.0

Course Offered

Fall

This course covers the beginning techniques of laboratory procedures commonly performed in a physician's office and other clinical agencies.

Prerequisite

MED 103

and

Physical examination, major medical insurance, Hepatitis B vaccine series and current CPR certification

Grade Type: Letter Grade

Division: Health Sciences

MED 125 - Medical Assisting Advanced Laboratory

Lec: 1.5 **Lab:** 1.5 **Credit:** 2.0

Course Offered

Fall

This course provides a continuation of the study of laboratory techniques commonly used in the physician office.

Prerequisite

AHS 142

and

MED 122

Grade Type: Letter Grade

Division: Health Sciences

MED 131 - Administrative Skills of Medical Office I

Lec: 1.5 **Lab:** 1.5 **Credit:** 2.0

Course Offered

Summer

This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communications.

Grade Type: Letter Grade

Division: Health Sciences

MED 134 - Medical Assisting Financial Management

Lec: 2.0 **Lab:** 0 **Credit:** 2.0

Course Offered

Fall

This course is the study of the daily financial practices, insurance coding, billing and collections, and accounting practices in the medical office environment.

Prerequisite

MED 131

Grade Type: Letter Grade

Division: Health Sciences

MED 135 - Medical Office Insurance I

Lec: 1.5 **Lab:** 1.5 **Credit:** 2.0

Course Offered

Fall

This course presents an introduction to health insurance concepts and practices commonly encountered in a medical practice, including a review of anatomy and physiology and the most common coding systems.

Grade Type: Letter Grade

Division: Health Sciences

MED 136 - Medical Office Insurance II

Lec: 1.5 **Lab:** 1.5 **Credit:** 2.0

Course Offered

Fall

This course presents a continuation of health insurance concepts commonly encountered in medical practice. Principles of managed care plans and common insurance requirements are presented, including instructions for and practice completing forms for the major insurance providers.

Prerequisite

MED 131

and

MED 135

Grade Type: Letter Grade

Division: Health Sciences

MED 141 - Medical Office Clinical Skills I

Lec: 1.5 **Lab:** 1.5 **Credit:** 2.0

Course Offered

Fall

This course provides instruction in examination room techniques, vital signs, interviewing, assisting with a physical examination, minor surgery and nutrition.

Grade Type: Letter Grade

Division: Health Sciences

MED 142 - Medical Office Clinical Skills II

Lec: 1.5 **Lab:** 1.5 **Credit:** 2.0

Course Offered

Fall

This course provides a continued study in medical assisting clinical skills with emphasis on pharmacology, dosage calculation and administration, medical specialties and emergencies.

Prerequisite

AHS 121

and

AHS 170

and

MED 141

Grade Type: Letter Grade

Division: Health Sciences

MED 151 - Medical Assisting Clinical I

Lec: 0.5 **Lab:** 10.5 **Credit:** 4.0

Course Offered

Spring

This course provides practical application of administrative and clinical skills in a physician's office or ambulatory setting with emphasis on the student's transition into the role of entry-level medical assistant while under the supervision of a certified medical assistant or qualified employee. This is a non-paid practicum experience.

Prerequisite

MED 125

and

MED 134

and

MED 136

and

MED 142

and

current CPR certification

Grade Type: Letter Grade

Division: Health Sciences

MED 152 - Medical Assisting Clinical II

Lec: 0.5 **Lab:** 10.5 **Credit:** 4.0

Course Offered

Spring

This course provides a continuation of practical application of administrative and clinical skills in a physician's office or ambulatory setting, allowing students to build on knowledge and skills and to apply them in a setting different from that of their previous clinical experience. This is a non-paid practicum experience.

Prerequisite

MED 151

Grade Type: Letter Grade

Division: Health Sciences
